Executive Registry

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MEMORANDUM FOR: Deputy Director for Intelligence
Deputy Director for Management and Services
Deputy Director for Operations
Deputy Director for Science and Technology
General Counsel
Legislative Counsel
Inspector General
Deputy to the DCI for the Intelligence Community
Deputy to the DCI for National Intelligence Officers
Comptroller

SUBJECT: Issuance of the Annual Report Call for FY 1974

1. Attached is the Annual Report Call for FY 1974. It has been cast in much the same mold as last year's in order to provide continuity and to avoid the disruption of substantial change. Nevertheless, it has been simplified somewhat by dropping the requirements to rate performance according to a letter scale and to associate resources with objectives. The former proved to be not meaningful, the latter is now to be handled through resource packages.

2. Last year's Annual Report Call initiated the current evaluation process. The Annual Report is intended to be the culmination of a process which is ongoing throughout the year. It should provide an objective evaluation of the Agency's performance for the report year. In order to do so it must be results oriented and must include the bad with the good. Accordingly, unit submissions--which are their annual reports--must be on the same basis.

3. This year's Call also was developed with the intention of reducing the volume of paper. By tailoring your submissions to the specific requests for information in the Call, I believe you can reduce their volume substantially. In many cases last year the submissions were voluminous because they contained extraneous information.

4. Any questions about the Call should be addressed to the Office of the Comptroller.

/s/ W. E. Colby

W. E. Colby
Director

Attachment: as stated